

State of Illinois
Department of Central Management Services
Bureau of Personnel
Springfield, Illinois 62706

Supplementary Examination Announcement

PUBLIC SERVICE ADMINISTRATOR - 37015

Monthly Salary Range: \$3116 - \$6820

Option 6G: Disaster/Emergency Medical Services

General duties:

A Public Service Administrator option 6G, under direction, develops and implements statewide Emergency Medical Services educational programs related to disaster preparedness, response to weapons of mass destruction, bioterrorism, Illinois Mobile Emergency Response Team ensuring compliance with all applicable laws, rules, regulations and standards; represents Department on state interagency response team and in national forums pertaining to related educational issues; develops policies and procedures that apply to EMS System Resource hospitals' educational programs; manages the Division's Emergency Medical Technician testing and licensing programs.

A Public Service Administrator option 6G, under direction, serves as Statewide Coordinator of the Bioterrorism Program for hospitals and prehospital personnel and is responsible for organizing, planning, evaluating, formulating and executing necessary policies and procedures to ensure proper standards of care are being provided; assists with the review and updating of the State Medical Disaster Plan; serves as liaison to the Illinois Mobile Emergency Response Team (IMERT) responsible for recruiting and providing appropriate training to those selected; assists with the review of protocols and procedures for the pediatric population; coordinates and assists with the development and implementation of the School Nurse program on emergencies.

The requirements for a minimal passing grade are as follows:

Training and Experience: Requires possession of a Bachelor's degree in public health, registered nursing, epidemiology, occupational health, safety engineering, environmental or physical sciences or related fields PLUS four years of professional experience related to disaster preparedness or emergency response communications and coordination, emergency medical services/response, bio-terrorism, or weapons of mass destruction. It is highly desirable that professional experience includes EMS systems and EMT licensure

Tests and weights: Training and experience 100%.

Length of eligibility period: One year.

Counties in which positions are established: Cook, Sangamon.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.

YOU NEED NOT APPEAR AT A TEST CENTER FOR THIS EXAMINATION.

Send a completed (CMS 100) application to the Department of Central Management Services, Bureau of Personnel, Room 500, Stratton Office Building, Springfield, Illinois 62706. Your training and experience will be evaluated from your application.

AN EQUAL OPPORTUNITY EMPLOYER

Established 2-1-02, Salary 12-2-05, Counties Updated 3-25-02, Grade Statement Added 5-07-02